



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 08-694
Position Title: Printing Plant Worker (Multi-color Sheetfed Press)
Series and Grade: KX-4401-07
Salary Range: \$22.17 - \$23.99 PH
Promotion Potential: None
Opening Date: 10/21/08
Closing Date: 11/03/08
Location of Position: Washington, DC
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: 7:30am-4:00pm
Who May Apply: Permanent GPO employees only

MAJOR DUTIES:

The incumbent assists the Head Offset Pressperson (4-Color) in the operation of multi-color sheetfed presses. Sets up feeder and ensures that paper is moving properly through the press and is in register. Consistently monitors side guide to make certain that stock is in register and is feeding correctly throughout pressrun. Ensures that all safety guards are in place. Reads job jacket for correct identification of paper stock, ink, and plates. Gathers necessary materials and supplies, notifying pressperson when supplies are diminishing and need to be reordered. Using a truck, obtains stock from designated areas. Loads stock into feed unit of press by hand or with the use of a truck and sets pre-loader, bringing load to pre-staging area height. Transports plates to press; bends plates; places plates in pre-loader. Assists pressperson in mounting and/or packing plates and/or blankets. Assists pressperson in preparing ink fountain. Monitors press for any problems and notifies pressperson immediately of any problems. Turns stock over using load turner or wind by hand and restacks as directed. Delivers work to designated area to be weighed. If needed, assists presspersons in removing, cleaning, and replacing rollers that weigh approximately 45-75 pounds. Washes press as directed. Keeps press and work area clean and in an orderly condition. When necessary, performs other related duties as assigned.

QUALIFICATIONS NEEDED:

Applicants must meet the following screen out element, job element #1 below, to be considered eligible for this position: *Ability to provide production support services.* Applicants must have experience and/or training of sufficient scope and quality to independently perform the duties typically required of this position. This includes keeping pace with machine operations, following instructions, gathering and transporting appropriate materials and plates, and assisting journeypersons.

HOW YOU WILL BE EVALUATED:

Applicants will be evaluated on the basis of information obtained from the attached Special Application Form. Your overall background of experience, education, awards, and training will

be evaluated to determine to what degree you possess the knowledges, skills, and abilities (KSA) listed in the job elements below. Applicants must meet the screen-out element (number one below) to be eligible for further consideration.

Job Elements for this position:

1. Ability to provide production support services in the area of multi-color sheetfed press operation (SCREEN OUT).
2. Knowledge of materials and supplies used in the Offset Press section.
3. Knowledge of the Press Feeder in order to make appropriate adjustments.
4. Ability to operate a power truck.
5. Ability to handle weights and loads.
6. Ability to work safely to avoid injury to self and others by using safety precautions and procedures.
7. Ability to follow oral and written instructions and specifications.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

STEP 1: Complete the attached Special Application Form.

STEP 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center in Room C-106.

STEP 3: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov (Please include announcement number in subject line and attach documents in Word or PDF format).

For Additional Information:

HR Consulting Services
Aisha Maxwell
Phone: (202) 512-0666
TDD: (202) 512-1519

To confirm receipt of your application, call: 202-512-1117.

Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their

application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO will not pay relocation costs.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.

SPECIAL APPLICATION FORM

Special Application for the Following Vacancy:

Printing Plant Worker (Multi-Color Sheetfed Press), KX-4401-07
Production Department, Press Division,
Offset Press Section, Shift 1

Vacancy Announcement Number: 08-694

Open: 10/20/08
Close: 10/31/08

Name	Current Position Title	Grade	Daytime Telephone #
Address	City	State	ZipCode

NOTE TO APPLICANT: Please answer each question in the space provided following each of the questions. You may use additional sheets of plain paper, if necessary.

Please PRINT LEGIBLY or TYPE.

1. Have you ever worked in a position requiring you assist in the set up and monitoring of production machinery or equipment?

_____ Yes _____ No

If yes, please explain in detail:

a. What was the title of your position?

b. What were your responsibilities?

c. Where did you acquire this experience?

d. For what period of time did you perform this type of work?

_____ Years _____ Months

2. Have you ever worked in a job requiring you to identify and locate supplies used in the Offset Press Section or any other production environment?

_____ Yes _____ No

If yes, please explain in detail:

- a. What was the title of your position?
- b. What were your responsibilities?
- c. What knowledge did you need to know of the materials used in the area?
- d. Where did you acquire this experience?
- e. For what period of time did you perform this type of work?
_____ Years _____ Months

3. Have you ever worked in a position requiring you to feed materials and keep pace with machinery?

_____ **Yes** _____ **No**

If yes, please explain in detail:

- a. What was the title of your position?
- b. What type of machinery were you working with?
- c. What were your responsibilities?
- f. Where did you acquire this experience?
- g. For what period of time did you perform this type of work?

_____ Years _____ Months

4. Have you had experience in operating power trucks?

_____ Yes _____ No

If yes, please explain in detail:

- a. List the types of riding power trucks you operated in a job you held.

- b. What were your responsibilities to operate the trucks you listed?

- c. Did you operate the trucks in a confined or open area (please explain)?

- d. Where did you acquire this experience?

- e. How many months or years did you operate riding power trucks?

_____ Years _____ Months

5. Have you ever worked in a job requiring you to lift heavy objects?

_____ Yes _____ No

If yes, please explain in detail:

- a. What type of objects did you lift?

- b. How much (approximately) did each of these objects weigh?

- c. Did you manually lift these objects or did you use equipment?

d. What were your specific responsibilities?

e. Where did you acquire this experience?

f. How long did you perform this work?

_____ Years _____ Months

6. Have you ever worked in a job which required you to observe safety rules?

Yes _____ No _____

If yes, please explain in detail:

a. Tell about work you did where you had to observe safety rules to avoid injury to yourself and others.

b. Tell about work you did where safety during operations was required.

c. Where did you acquire this experience?

d. How long did you perform this work?

_____ Years _____ Months

7. Have you ever worked in a job where you had to follow verbal or written instructions?

Yes _____ No _____

If yes, please explain in detail:

a. Give two examples of any written instructions you have had to follow in order to accomplish a task.

b. Give two examples of any verbal instructions you have had to follow in order to accomplish a task.

8. Have you ever received an award while working for the Federal Government? Yes No

(If yes please check the appropriate boxes below as to the type of award(s) received. For each type specify the years received and whether or not it was a Cash Award.)

NOTE: Letters of Appreciation are NOT considered awards and should not be listed.

<u>Awards</u>	<u>Year(s) Received</u>	<u>Cash Award</u>
<input type="checkbox"/> Outstanding Performance Award	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Special Achievement Award	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Quality Step Increase	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Approved Suggestions	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other GPO Awards (Give Names)		
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

6. Have you ever taken courses or training that were related to the position for which you are applying? Yes No
(If yes, please complete the following).

NOTE: On-the-Job Training should NOT be listed.

<u>Title of Course/Training</u>	<u>Total Hours</u>	<u>Location of Training</u>	<u>Date Completed</u>	<u>Certificate of Completion</u> <u>Yes or No</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

After completing this form, look it over carefully to make sure that you have **answered every question**. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant: _____ Date: _____